



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: *ORGANISATION OF TRAINING ACTIVITIES*

Data Controller: *EPSO UNIT 03*

Record reference: *[DPR-EC-01153.1]*

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation *the “Organisation of training activities undertaken by EUSA* is presented below.

2. Why and how do we process your personal data?

The purpose of the processing is to permit the efficient and effective participation of staff from the EU institutions, offices and agencies in EUSA training activities. Data will not be used in any form of evaluation (appraisal) process of any of the persons involved.

Purpose of the processing operation: EUSA collects and uses your personal information to *enrol, organise, and follow up attendance on its courses*, for the evaluation of those courses and for billing purposes EUSA also manages data related to the accreditation of trainers and coaches.

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

We process your personal data, because:

processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body; on the basis of

- conditions of employment of servants of the European Communities, as fixed by regulation (CEE, Euratom, CECA) n° 259/68 of the Council, last modified by regulation (CE, CECA, Euratom) n° 23/2005 of the Council, and in particular articles 45b of the Staff Regulations and 7 § 2 point c) of Annex III of the Staff Regulations;

- decision n° 2002/620/CE of the European Parliament, the Council, the European Commission, the Court of Justice, the Court of Auditors, the European Economic and Social Committee, the Committee of the Regions and the European Ombudsman of 25 July 2002 culminating in the creation of the European Personal Selection Office;

- decision n° 2005/118/CE of the European Parliament, the Council, the European Commission, the Court of Justice, the Court of Auditors, the European Economic and Social Committee, the Committee of the Regions and the European Ombudsman of 26 January 2005 culminating in the creation of the European Administrative School now known as the European School of Administration;

- decision n° 2005/119/CE of the Secretaries General of the European Parliament, the Council, the European Commission, the Court of Justice, the Court of Auditors, the European Economic and Social Committee, the Committee of the Regions and the European Ombudsman of 26 January 2005 concerning the organisation and running of the European Administrative School;

4. Which personal data do we collect and further process?

In order to carry out this processing operation *EUSA* collects the following categories of personal data.

For the course' participants:

- *Name and Surname*
- *Personnel number*
- *Gender: for specific courses*
- *Function; Staff category and grade*
- *Contact details: e-mail address, name of Institution or Agency, Service*
- *Information on languages spoken*

For trainers and coaches:

- *Name and Surname*
- *specific areas of expertise*

For Speakers:

- *Names and Surname*
- *Recordings of on –line speeches*

The provision of personal data is mandatory to meet a *contractual* requirement *for security and advertisement*. If you do not provide your personal data, possible consequences are *you will not be enrolled in a course; granted entry by security or in the case of trainers and coaches be published on the list of accredited trainers and coaches*.

We have obtained your personal data from *EU-Learn* or *from the Human Resources Unit of your Institution or Agency or your employer (for trainers and coaches)*.

5. How long do we keep your personal data?

EUSA only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing. The presence lists are kept up to 10 years after the current year in line with *the retention period stipulated in the Common Commission-Level Retention List for financial expenditure*.

EU-learn creates a record of training which is kept whilst you are an active member of Staff.

EUSA keeps recorded speeches for a duration of two years.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Trainers and coaches contracted to deliver training activities for EUSA receive limited indirect access to data to enable them to do their job.

Please note that pursuant to Article 3(13) of the Regulation, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, other than mentioned above, except to the extent and for the purpose we may be required to do so by law.

Speeches and names of speakers are disclosed to all those who have access to EU Learn.

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, *EPSO Unit 03*, via <https://epso.europa.eu/contact/form>.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: **DPR-EC-001153**